

Basic Contract Information Requirements

FIELD		DATA DESCRIPTION
Vendor		The Unique Vendor Number as registered in the Competency Center.
Agreement Type		One per PO document (Commercial PO, Non-commercial PO, TO/DO-Other Contract, TO/DO-Under NASA K, Contract, Space Act Agreement, Grant, Cooperative Agreement, NDPR, SBIR/STTR, MidRange, A-E Order)
Agreement Date		Effective Date of IDIQ, BOA or BPA.
Agreement Number		The number for the purchasing document based on the Uniform Acquisition Instrument numbering scheme as explained in NFS Subpart 1804.71.
Organization Data	Purchase Organization	DFRC entered for each line item or set up to default. NASA would be entered for CCI contracts.
	Purchasing Group	The Buyer Code represents the buyer (CO) who will handle this Procurement.
Default Data for Items	Item Category	One per line item (Z=Supplies or D=Services) For any contract that requires a 533, each item category needs to be "D".
	Account Assignment	Always use account assignment "U" (Unassigned).
	Plant	Enter DFRC or leave blank for NASA CCI contract
	Storage Location	DFRC entered for each line item
	Material Group	One per line item (Federal Supply Classification or Product Service Code selected from a drop down list) "Supplies" are numeric while "Services" are alpha.
	Req. Tracking Number	Text field to enter a reference code to track your information.

HEADER		
TAB	HEADER FIELD	DATA DESCRIPTION
Administrative Fields	Validity Start	Effective date of the award/Start date of the period of performance
	Validity End	Ending date of the period of performance or the delivery date.
Terms of delivery and payment	Payment Terms	Represents the prompt payment terms associated with the PO composed of cash discount percentages and payment terms. Most terms are "Net 30" meaning net amount due in 30 days.
	Texts	Header Note
	Incoterms	Defines the shipping terms for this PO and when ownership of merchandise is transferred. The Free On Board (FOB) cite that the seller agrees to deliver merchandise on board the conveyance without charge to the buyer and can be either destination or shipping point.
Reference Data	Your Reference	Applies to orders against GSA, other Government-wide, or non-outline agreement NASA contracts.
	Our Reference	Defense Priorities and Allocations System (DPAS) Rating.
NASA Defined Fields	Contract Type	
	Mod Number	Basic begins with "0000" then number sequentially.
	PPC	Procurement Placement Code
	533	Click on 533 Indicator box if the contract requires a 533.
Texts	Header Note	Name of COTR & phone number

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ITEM OVERVIEW	
PLI FIELD	DATA DESCRIPTION
Account Assignment	Always use account assignment “U” (Unassigned).
Item Category	One per line item (Z=Supplies or D=Services) For Supplies, enter Net Price for each line item.
Material Group	One per line item (Federal Supply Classification or Product Service Code selected from a drop down list)
Short Text	Brief Item Description (44 characters max)
Target Quantity	Maximum Quantity to be ordered for each line item. <i>Supplies only</i>
Order Unit of Measure	One per line item. <i>Supplies only</i>
Net Price	Enter the unit price. <i>Supplies only</i>
Services Tab For use on all Service Procurement Line Items	Short Text
	Quantity
	Unit of Measure
	Gross Price

ITEM DETAILS		
TAB	ALI FIELD	DATA DESCRIPTION
NASA Data	Total Value	This amount is the total negotiated maximum value of the line item.
	Unexercised Option	Check if applicable
	Created on Date	Date of PLI